



North Dakota Department of Health HIPAA Policy

Policy Title:	Public and Visitor Access	
Policy Number:	PS-001	Version: 1.0
Reference:	45 CFR 164.530(c)	
Applicability:	Department of Health	
Approved By:	Dr. Terry Dwelle, State Health Officer Arvy Smith, Deputy State Health Officer Darleen Bartz, HIPAA Coordinator, Privacy Officer	
Effective Date:	February 1, 2004	

Policy:

All NDDoH reception and public access areas will be staffed or locked during posted “hours of operation”. Public access will be restricted to designated entrance areas.

Exceptions:

None

Procedure:

- Each public entrance will be signed to indicate the Section/Division. Additional signage will be installed as necessary to direct the public to each Section/Division entrance.
- Hours of operation will be posted outside each public entrance area.
- Public entrances to each Section/Division of the NDDoH will have an assigned receptionist(s).
- Public entrances will be locked when no personnel are available to staff the reception area. A sign must be posted directing the visitor to another NDDoH Division receptionist for assistance and an estimated time of return.
- All visitors will be escorted by an employee of NDDoH while moving in areas beyond the receptionist and will be the responsibility of the employee.

Related Forms:

None

Definitions:

NDDoH - North Dakota Department of Health

Visitor – Non-North Dakota Department of Health Employee